

**United States Department of Agriculture  
Agricultural Marketing Service, Science & Technology  
Pesticide Data Program**

SOP No.: PDP-LABOP-13		Page 1 of 6
Title: Receipt, Custody, Preparation, Packaging, and Shipment of PDP Orange Homogenates to WA1		
Revision: Original	Replaces: N/A	Effective: 04/01/00

**1. Purpose:**

To establish procedures that will be followed by the California Department of Food and Agriculture (CDFA) and Florida Department of Agriculture and Consumer Services (FDACS) laboratories to send selected PDP orange homogenates to the Washington State Department of Agriculture (WSDA) laboratory, WA1, for formetanate analysis.

**2. Scope:**

This standard operating procedure shall be followed by the CDFA and FDACS laboratories. This SOP shall be used in conjunction with SOPs PDP-LABOP-01, PDP-LABOP-02, and PDP-LABOP-03, which specify sample receipt, custody, and preparation procedures. This SOP shall be followed for the receipt, custody, preparation, storage, packaging, and shipment of eligible orange homogenates to WA1 for formetanate residue analysis.

**3. Outline of Procedure:**

- 5.1 Sample Receipt
- 5.2 Sample Custody
- 5.3 Sample Preparation
- 5.4 Sample Storage
- 5.5 Sample Packaging
- 5.6 Sample Shipment

**4. References:**

- Program Plan, January through June, 2000
  - PDP SOP PDP-LABOP-01, rev. 5, 01/01/00
  - PDP SOP-LABOP-02, rev. 3, 07/15/94
  - PDP SOP-LABOP-03, rev. 7, 01/01/00
  - USDA, APHIS NMRAL SOP CUST-17, original version, 08/05/93
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**5. Specific Procedures:**

This standard operating procedure (SOP) represents minimum PDP requirements and is presented as a general guideline. Each laboratory shall have written procedures that provide specific details concerning how the procedure has been implemented in that laboratory.

**5.1 Sample Receipt**

- a. Samples are received, logged, and stored by the analytical laboratory in accordance with SOPs PDP-LABOP-01, PDP-LABOP-02, and applicable internal laboratory SOPs.
- b. Irrespective of collection State, only oranges of origin (i.e., grower, packer, or distributor) other than Florida shall be selected for preparation and shipment to WA1. Oranges of Florida origin are not subject to the requirements of this SOP. If the origin is unknown, do not include the sample in those sent to WA1.

**5.2 Sample Custody**

The laboratory shall ensure that chain of custody remains intact as required by SOP PDP-LABOP-02. The laboratory shall use the forms established in internal laboratory procedures and provide copies of the completed forms to the analytical laboratory, WA1.

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**5.3 Sample Preparation**

- a. Samples shall be prepared in accordance with SOP PDP-LABOP-03. Extra care should be taken between samples to ensure that samples are not cross-contaminated.
- b. For each sample, place 2 replicate analytical portions (20 grams minimum) into appropriate sample cups. Label each cup lid and bottom with the internal laboratory identification number. This information shall be recorded in permanent non-smearing ink or waterproof, freezer-proof stickers.

**5.4 Sample Storage**

Sample cups shall be stored in a -40°C freezer, or lower, at least overnight, until shipment. Samples shall be shipped overnight so that they arrive at WA1 on a workday. The shipping laboratory shall notify WA1 of shipment.

**5.5 Sample Packaging**

On the day of shipment, samples and applicable paperwork are packaged into coolers with adequate blue ice and packing material to ensure that samples are received in satisfactory condition by WA1.

- a. Ensure that all samples are accounted for and all Chain of Custody and Sample Information Forms are copied and placed in a 12" x 12" resealable plastic bag. Adequate information (e.g., logsheets) cross-referencing the internal laboratory identification number and PDP sample identification number should also be included.
  - b. Pack samples tightly into shipping cooler and surround with an adequate amount of blue ice packs to ensure that samples are received in an acceptable condition. Adequate packing materials shall be used to ensure sample integrity.
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- c. Place the resealable plastic bag containing the required documentation (see 5.5.a) in the cooler.

**5.6 Sample Shipment**

Package the cooler and ship by overnight courier according to established procedures. The laboratory mailing address is:

Washington State Department of Agriculture  
21 N. 1<sup>st</sup> Ave., Suite 106  
Yakima, Washington 98902  
ATTN: Arlene Dunkin, Technical Program Manager

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Arlene Dunkin

3/9/00

Reviewed By: Arlene Dunkin

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Original	March, 2000	Pesticide Data Branch
<ul style="list-style-type: none"><li>• Established procedures for orange sample preparation and shipping to the Washington State Department of Agriculture laboratory for formetanate analysis</li><li>• Modified purpose and scope to specify oranges</li><li>• Modified subsection 5.1.b to adequately define oranges of Florida origin</li><li>• Modified subsection 5.3.b to stipulate a minimum of 20 grams per replicate placed in appropriate sample cups</li><li>• Modified subsection 5.4 to remove requirement for shipment on the first day of the next workweek</li><li>• Modified subsection 5.4 to add requirements for overnight shipping to arrive on a workday and WA1 notification of shipment</li><li>• Modified subsection 5.5.a to require documentation cross-referencing the internal laboratory identification number with the PDP sample identification number</li><li>• Modified subsection 5.5 to generalize packing procedures so that they are left to the laboratory's discretion/preference</li></ul>		

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